ORIENTATION IDEAS FOR NEW HIRES

1) Order long lead time items
   - Phone
   - Business cards - (Taking into account that it can take several weeks for a new hire to be "in the system", and thus accessible to the Composition Department. Phone number also needed before ordering.)
   - Stationary/Notepads & FYIs
   - Name plate

2) Set up office/communication/computer
   - Furniture
   - Office Supplies
   - Voice Mail
   - E-Mail
   - Operator/Directory Listing
   - Computer/Software

3) Provide organizational charts/staff lists (with phone numbers for non-NYC people)
   - Marlboro
   - Premium/Discount Brand Groups
   - Leo Burnett
   - Key contacts in other functions (and what they do)

4) Provide orientation materials
   - Brand audits
   - Research summaries
   - Recent advertising/promotion/direct mail overview
   - Other recent presentations

5) Schedule orientations with key departments and suppliers as appropriate

6) Develop project list/responsibilities in advance
   - Get new hire started immediately on at least one project

7) Make performance expectations clear

8) Introduce new hire to Brand Group
   - Encourage other departments/suppliers to introduce themselves
     - Perhaps send an E-Mail to selected distribution to announce the new hire's first day and encourage them to stop by.
   - Encourage people to invite him/her to lunch

) Identify available "perqs"
   - Subscriptions
   - Artwork
   - Building services
   - Recent ticket offers

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